



**LAC
DMH**
LOS ANGELES COUNTY
DEPARTMENT OF
MENTAL HEALTH

DMH Electronic File Transfer Instructions for SELPA's

Chief Information Office Bureau
Data Management/Business Intelligence Unit
Version 1.1 as of February 2012

DMH EFT Server File Download/Upload Instructions For Providers

1. Make sure you have **Java client** installed on your computer. If you are not sure or do not have Java installed, please refer to **appendix A** in this document.
2. Enter <https://lacdmeft.dmh.lacounty.gov/> in the address field of your web browser. **Note** that the prefix **HTTPS** (encrypted http) must be used. (see figure 1)

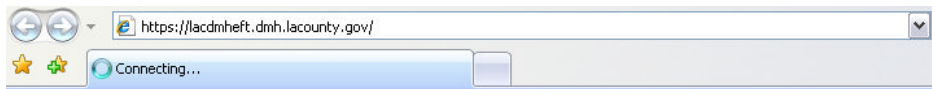


Figure 1

3. You will be prompted to enter your username password. Obtain your username and password from the e-mail sent by your DMH contact. (see figure 2)



Figure 2

4. After you successfully enter your username and password, you will see following page start to load in your browser. (See figure 3)

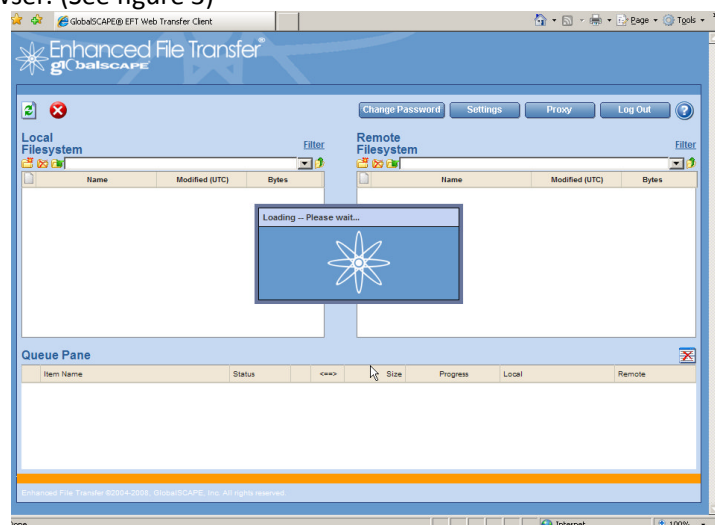


Figure 3

5. If you see windows installer prompt (figure 4) appear instead of loading icon (figure3), this indicate that you do not have Java Client installed. Please refer to appendix A of this document to install java client (figure 4)

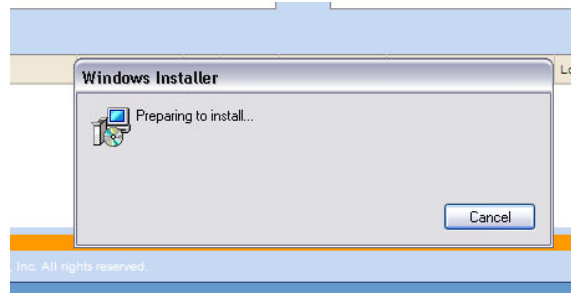


Figure 4

6. For the very first time you logon, you will be asked to accept the certificate for the website. **Verify** both name and publisher fields has “**lacdmheft.dmh.lacounty.gov**”. Select “**Always trust content from this publisher**” and Click on **Yes** to continue. Note that you will only have to do this step during the first time. (figure 5)



Figure 5

7. You will need to accept following certificate as well. **Verify** Name field has “**EFTWebTransferClient**” and Publisher Field has “**GlobalScape**”. Select “**Always trust content from this publisher**” and Click on **Yes** to continue. Note also that you will only have to do this step during the first time. (figure 6)

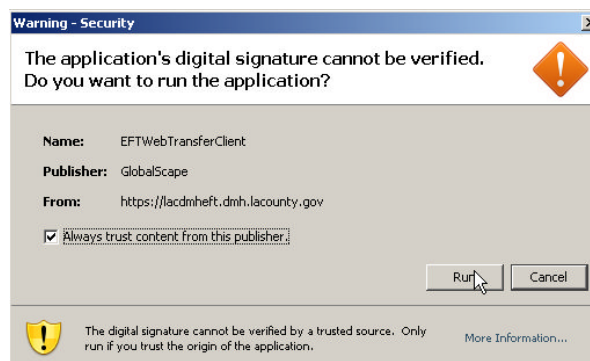
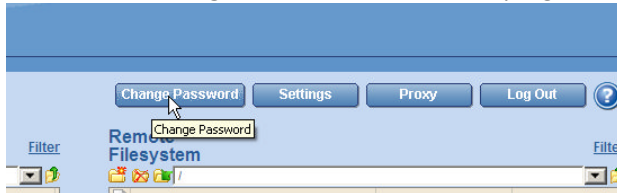


Figure 6

8. Click on the **Change Password** button at top right hand side.

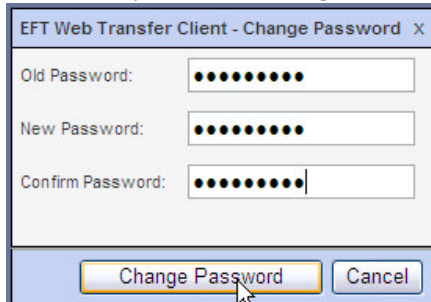


9. Change your password by entering your assigned password and your desired password. Here is the password requirement:

Minimum password length: 8

Must contain at least 4 characters from the following categories:

- a. Uppercase
- b. Lowercase
- c. Numeric (0-9)
- d. Non alpha-numeric (e.g. !, #, \$, %)



10. To upload a file. Simple navigate to the file in the local file system display, and **drag and drop** into right pane. A progress bar below will indicate the file upload status. Please go to **Appendix B** in this document **for Overview of the web transfer client.** (figure 7)

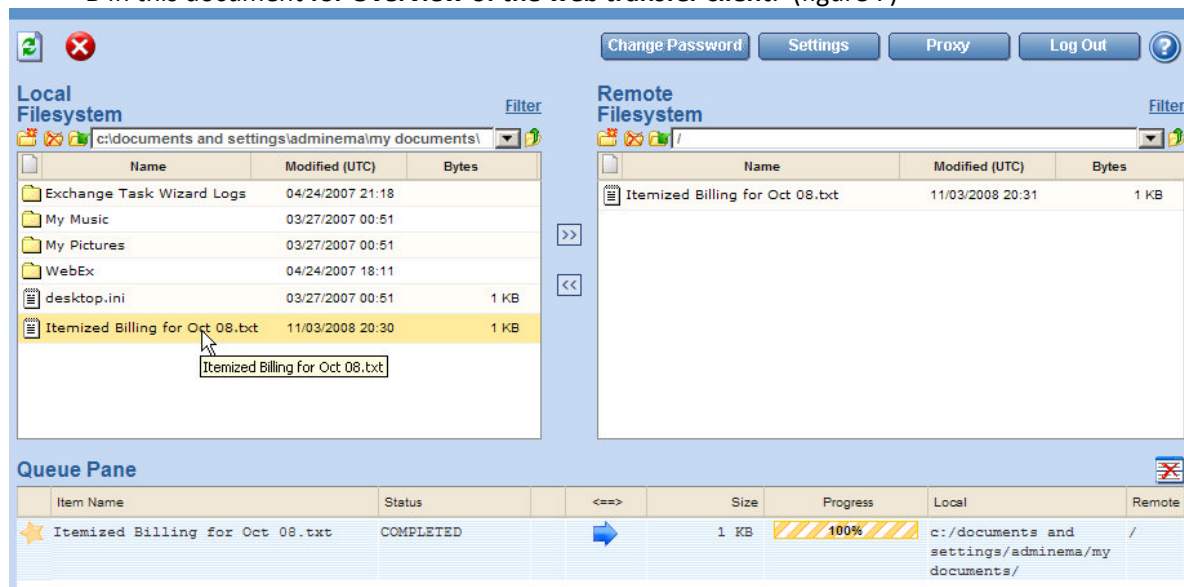


Figure 7

Figure 8

11. Note that you have the following permissions to only upload a file, append to an existing file, and list existing files in the remote file system. You will not be able to delete or create any files/folder in Remote File System.

Appendix A: Installation of Java Client.

1. If you see windows installer prompt appear, this indicate that you do not have Java Client installed. (see figure 9)

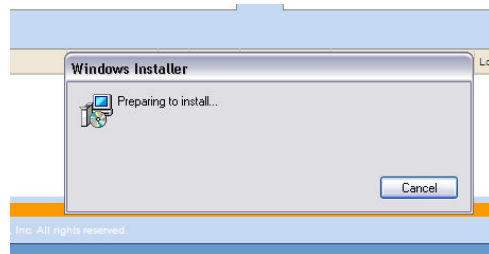


Figure 9

2. Shortly, you will see following agreement prompt. Click on **Accept** to continue. (see figure 10)



Figure 10

3. Installation process will begin. (see figure 11)



Figure 11

4. When installation process finished. Click on **Finish** to continue. (see figure 12)

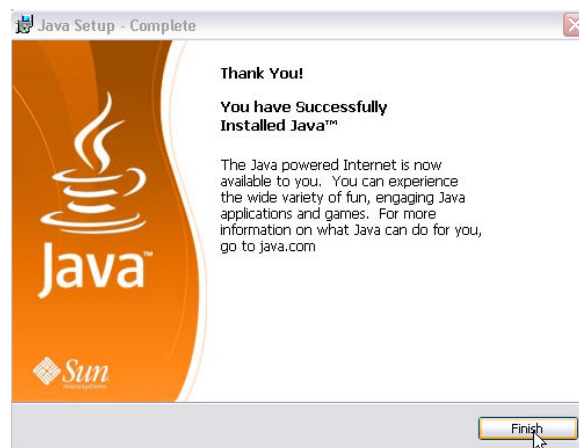


Figure 12

5. Note that in the windows task bar area (bottom right corner). You will see the Java client icon appear. (see figure 13)



Figure 13

6. If for any reason, above process failed, you may go to following address to install manually.

<http://www.java.com/en/download/manual.jsp>

7. Click on Windows XP/Vista/2000/2003 Online link (figure 14).

Java Downloads for All Operating Systems

Recommended Version 6 Update 10

Select the file according to your operating system from the list below to get the latest version for your computer.

[> Other Java Versions](#)

[> What is Java?](#)

Downloads are subject to our [license agreement](#)

Once you have installed Java on your computer, you might be required to restart your computer to verify that it has been installed correctly by clicking "Verify Now" below.



Figure 14

8. File download prompt will appear. Click on **Run**. (figure 15)

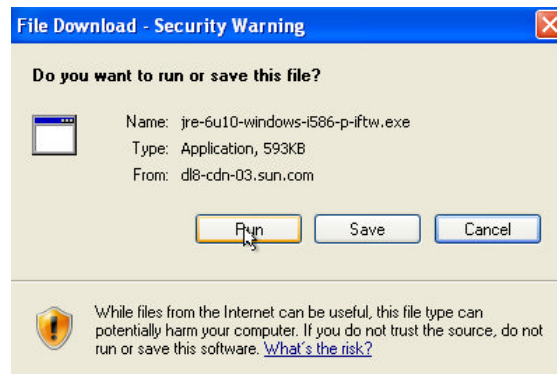


Figure 15

9. At explorer security warning prompt, click **Run** to start the installation. You can following step 2 to 5 in this appendix to complete the installation. (figure 16)

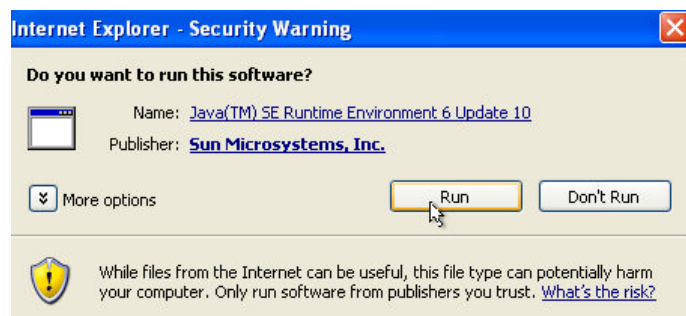


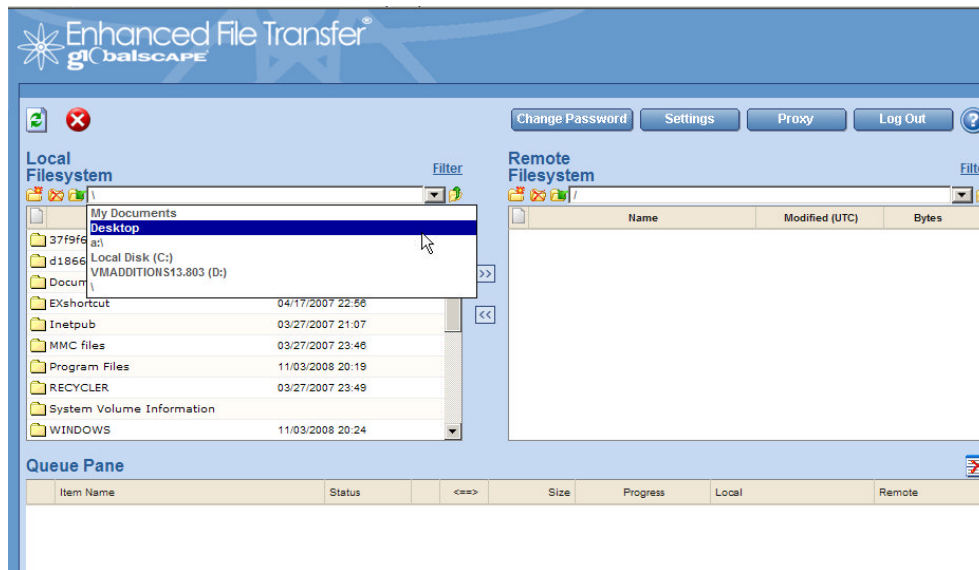
Figure 16

Appendix B: Overview of Web Transfer Client.

Overview of the Client

EFT Web Transfer Client consists of three work areas:

- Left pane is the Local Filesystem which displays files on your local computer.
- Right Pane is the Remote Filesystem displays the files accessible to the user on the EFT Server.
- Bottom pane is the Queue Pane displays the items being transferred.

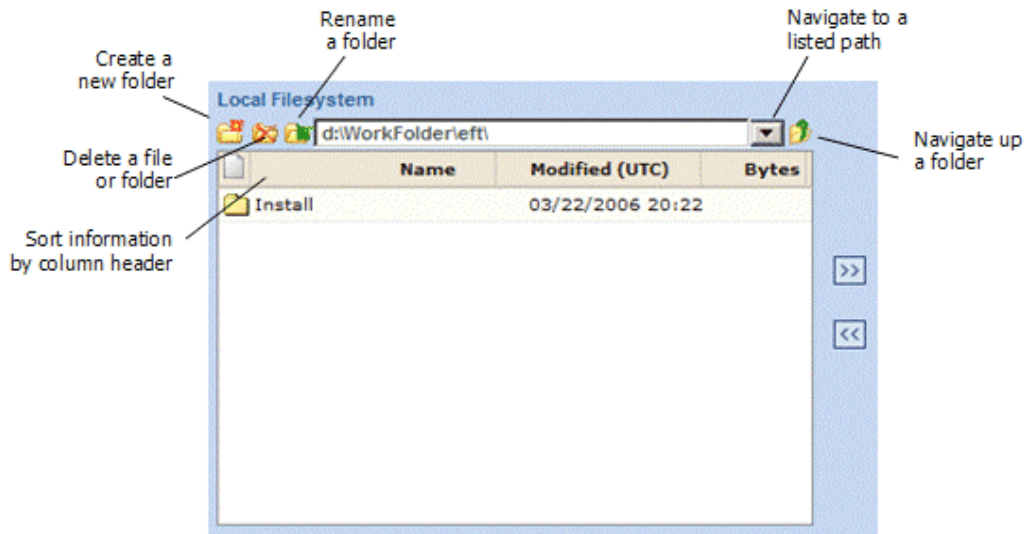


Overview Local File System Pane

The **Local File System** pane displays the files on your local computer, the last time each file was modified, and the file's size.

Available controls include:

- Create a new folder
- Delete a file or folder
- Rename a folder
- Navigate to a listed path
- Navigate up a folder
- Sort information by type, name, date modified, or bytes (click column header to sort by that category)

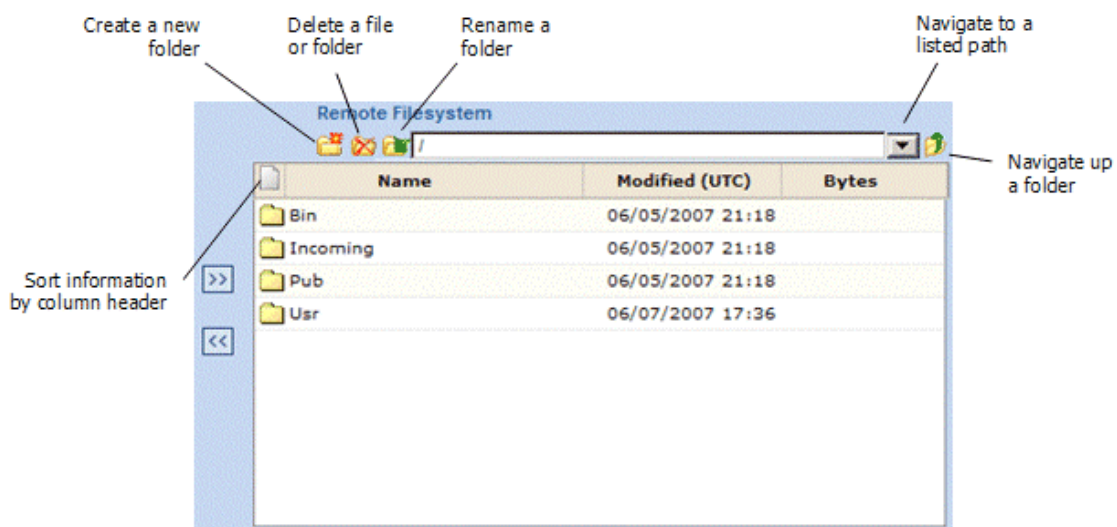


Overview Remote File System Pane

The **Remote File System** pane displays the files on the EFT Server you are connected to, and the last time each file was modified, and the file's size.

Available controls include:

- Create a new folder
- Delete a file or folder
- Rename a folder
- Navigate to a listed path
- Navigate up a folder
- Sort information by type, name, date modified, or bytes (click column header to sort by that category)



Overview of Queue Pane

The **Queue** pane lists the transfers from the current session.

Available information includes:

- File name
- Status of the transfer, such as Completed, Uploading, Downloading, Waiting, Failed, CRC Failure, or Cancelled
- Whether file is an upload or download
- The total size of the file
- A progress indicator
- The local path of the file
- The remote path of the file

Item Name	Status	<==>	Size	Progress	Local	Remote
★ WTC_Main.gif	COMPLETED	←	54 KB	<div><div></div></div>	/Incoming//EFT5/	c:\documents
✖ Thumbs.db	FAILED	→	40 KB	<div><div></div></div>	/Incoming//EFT5/	c:\documents